

Regular Session Minutes – Selectmen’s Meeting
Selectmen’s Meeting Room, Town Hall
Monday, January 26, 2015, 6:00 p.m.

PRESENT: Margot R. Fleischman, Chair; William S. Moonan; Caroline Fedele; Michael A. Rosenberg; Mark Siegenthaler and Town Manager Richard T. Reed

ALSO PRESENT: Representative Ken Gordon; Kevin and Nora Douglas; Bob and Jean Segal; Rob Bankam; Breena Daniell; Kara Cournoyer; John Zupkus; Deb Piccuto; Dana Huberman James Shea; Entrada Communications LLC President Talal Ali Ahmad; Facilities Director Taissir Alani; Police Chief Robert Bongiorno; Fire Chief David Grunes; Public Works Director Roy Sorenson; IT Director Sherwood Ives; Finance Director Victor Garofalo; Youth and Family Services Director Sue Baldauf; Assistant Town Manager Jessica Porter; Capital Expenditure Committee Chair Jon “OC” O’Connor; Ben Thomas, Finance Committee; Brian Dorrington, Bedford TV; Administrative Assistant Colleen Doyle

Chair Fleischman called the meeting to order at 6:00 pm.

Town Manager Richard Reed noted that the Selectmen were able to begin their meeting earlier than originally posted because it was classified as an emergency under the Open Meeting Law.

Representative Ken Gordon informed the Selectmen that MassDOT has reached a decision regarding the proposed maintenance facility near the interchange of Route 62 and Route 3. Chair Fleischman read the letter addressed to her dated January 26, 2015. In summary, MassDOT will seek alternate locations for the maintenance facility and will no longer be pursuing that area to construct the new facility.

Representative Gordon thanked the Selectmen and residents for their concerns and efforts regarding this matter and congratulated them on this resolution.

The Selectmen thanked Representative Gordon for his hard work.

Ms. Fedele arrived at this time.

15-176 Town-Wide Communications Study Presentation

Facilities Director Taissir Alani introduced Entrada Communications LLC President Talal Ali Ahmad. Entrada Communications was selected through a RFP process to conduct a study of the communication systems in Town. Through working with the Police, Fire and IT departments and current Town providers they were able to put together recommendations and potential costs for updating the Town’s communication network.

Many of the phone systems have reached the end of their useful life. They are using old models that are not available to replace. It is recommended that the Town move forward to replace the entire system to unify the Town infrastructure and update outdated materials. The benefit of doing one unified system is that there is less hardware and maintenance involved. The alternative to replacing the entire system is replacing the individual systems as they fail.

It was also recommended that the Town install a combination of microwave and fiber infrastructure. Fiber would not be ideal in all locations due to the changes in terrain. In these places microwave towers would be installed.

The study also reviewed the SCADA server software and recommended upgrading all the analog modems to 3G/4G modems. This software monitors the pumping stations in Town. Upgrading to new software would eliminate the need for third party monitoring as data would be sent directly to the Town.

Entrada was also asked to look at the potential cost and revenue that could be generated from the construction of communication towers. Pine Hill and Carlisle Road were identified as two locations for such towers and revenue would vary dependent on the number of carriers who lease from the Town. Leases for the towers usually have 20 year terms.

The phone systems and fiber would take 3 to 6 months to implement. These projects are all included on the six-year capital plan. Mr. Alani anticipates the phone systems being installed in FY16 and the infrastructure (fiber), tower and SCADA upgrades would be phased in over the next few fiscal years.

Mr. Reed noted that immediate savings would be recognized once some of the upgrades are made which can be used in turn to pay for additional improvements.

15-177 Proposed FY16-FY21 Capital Projects Plan – Capital Expenditure Committee Recommendations

Capital Expenditure Committee (CEC) Chair, Jon O'Connor, explained the committee's process for vetting capital requests. He began by applauding the department heads for their work in using the capital software which provided extensive detail about the project. This allowed the committee to ask standardized questions about each project that were promptly answered by department heads. The committee then individually ranked each project from 0-4 with zero being the most important. The nine votes of the committee were averaged together to determine the rank of each project.

It was noted that one item is not reflected on this list as it was a late submission. The request would be around \$78,000 for a space needs study at the schools.

The Selectmen will have to approve these recommendations by February 17, 2015 when they vote on the warrant.

15-178 Contract Amendment – Town Hall Building Systems Replacement Design – Gienapp Design Associates – Danvers, MA

Mr. Alani explained that Gienapp Design Associates have to redo the design to reflect the vote at Town Meeting for a different HVAC system for the Town Hall building systems replacement. This contract amendment would cost \$48,500.

Mr. Rosenberg moved the Selectmen approve Change Order #2 for Gienapp Inc., in the amount of \$48,500. Mr. Siegenthaler seconded the motion.

The motion passed 5-0-0.

15-180 2015 Annual Town Meeting – Review of Proposed Warrant Articles

Mr. Reed distributed a draft of the Town Meeting Warrant and asked that the Selectmen review the list of proposed warrant articles. He noted that the underground utility lines project would most likely not be ready for this Town Meeting as staff is waiting to hear back from NSTAR on the cost.

Mr. Reed also stated that Home Rule legislation for additional alcohol licenses will be ready for Town Meeting as staff has conducted research of surrounding Towns.

15-179 Proposed FY2016 Operating Budget – Departmental Budget Reviews

The Selectmen's discretionary budget for FY2016 is \$15,531,858, which is \$20,951 over the Finance Committee Guideline. Mr. Alani suggested that \$20,000 be added to the budget for roof inspections. If that item was taken out then the budget would only be over by \$951.

Three contingency items requests were distributed for the Selectmen to consider. The first being a request for funding for a lead maintenance position within the Facilities Department. This position is already provided for in the collective bargaining agreement but no one has been designated for this position with a stipend of \$3,500.

The second request is to increase the salary of the Temporary Painter's wages from \$18,540.80 to \$30,128.80. This reflects a need to increase the weeks/hours from 16 weeks (640 hours) to 26 weeks (1040 hours).

The third request is from the Youth and Family Services Department and they are seeking Town Funding for the salary of the Healthy Bedford Coordinator. In the past this position was funded through grants but the major grant from Northwest Suburban Health Alliance/CHNA 15 is expiring. The department will seek other grants but they wish to obtain Town funding in the event that grants cannot be used at certain times. The total request for FY2016 is \$17,424.

Mr. Garofalo noted that there is a line item for \$35,000 for IT which has also been included in the capital budget. If voted as a capital item, the Selectmen's guideline from the Finance Committee would be adjusted down by \$35,000.

**15-175 Public Hearing – General Bylaw Amendment – Article 58 – Salary
Administration Plan Amendment – Classification and Wage Schedule**

Assistant Town Manager Jessica Porter presented the Selectmen with Salary Bylaw Amendments for Fiscal Year 2016. Staff is proposing an increase of 2.25% over the FY 2015 rates for the categories of Management/Professional, Secretarial/Clerical, Library and Miscellaneous. A 2.25% increase is recommended based on some Town collective bargaining agreements having an average base wage budget cost of 2.25% in FY2015 with long-term costs as high as 3.0%. The only exception to this increase is the category of "Temporary Painter" which was not increased at all.

Category A also reflects the following changes:

- a. The title of "Facilities Operations Manager" in the M-15 classification and replaced with "Assistant Facilities Director" in the same range to reflect the responsibilities of the position.
- b. The position of "Prevention Services Coordinator" was reclassified from an M-12 to an M-13 based on an analysis of the position responsibilities and required knowledge.
- c. The position of "Engineering & Mechanical Assistant" was added to the M-11 classification. This position was reclassified after an analysis of the responsibilities assigned to the staff member currently serving as an Administrative Assistant I in the Public Works Department; there was no change in the number of staff positions budgeted within the department.
- d. The position of "Assistant to the Town Accountant" was removed from the M-10 classification and replaced with "Finance Assistant". This was done to reflect that the duties of this position assist the entire finance department, not just the Accounting function. There was no change in the number of staff positions budgeted within the Finance Department.

Category D reflects the current AFSCME (Public Works) Contract Rates as of July 1, 2015.

Category E reflects the current School Nurse Contract Rates as of January 1, 2015. Note that a new Step 12 has been added consistent with the provisions of the collective bargaining agreement.

Category F reflects the Firefighter Contract rates as of July 1, 2015.

Category G reflects the Police Supervisors Contract rates as of January 1, 2015 and the Patrol Officers Contract rates as of July 1, 2015. Note that a new Step 7 for Patrol Officers has been added consistent with the provisions of the collective bargaining agreement.

Category I reflects the following changes:

- a. Under "School-Age Child Care Program" – increase the minimum for "Group Leader" from \$12.50 to \$12.78 and increase the midpoint for "Group Leader" from \$16.38 to \$16.75.
- b. Under "Youth Center Staff" – increase the midpoint for "Adult Staff (H.S. Graduates)" from \$16.00 to \$16.50 and increase the maximum for "Adult Staff (H.S. Graduates)" from \$17.00 to \$18.00.
- c. Under "Instructional Programs" – increase the maximum for "Program Instructor I" from \$25.00 to \$30.00 and increase the maximum for "Program Instructor II" from \$55.00 to \$60.00.

15-181 Minutes – Regular Session – January 20, 2015

Mr. Moonan moved to approve the Regular Session minutes from January 20, 2015 as amended. Ms. Fedele seconded the motion.

The motion passed 5-0-0.

15-182 Town Manager's Report

Mr. Reed had nothing to report.

15-183 Open Discussion and Selectmen Liaison Reports

Mr. Siegenthaler noted that he needs to submit the executive session minutes for December 22, 2014.

Ms. Fedele moved to adjourn the meeting. Mr. Moonan seconded the motion.

The motion passed 5-0-0.

The meeting adjourned at 8:10 p.m.